

OPTIEM – Oulun Tuotantotaloustekkarit ry

Rules of conduct

According to Section 24 of the registered bylaws of OPTIEM – Oulun Tuotantotaloustekkarit ry, “The activities of the guild may be regulated in greater detail by rules of procedure that supplement these bylaws.” These rules of conduct are guidelines that supplement the registered bylaws. In the event of a conflict between the registered bylaws and rules of conduct, the registered bylaws prevail.

As a member of the guild, you accept the rules of conduct listed in these bylaws and agree to actively comply with them in the guild’s activities.

The guild’s common rules of conduct

Section 1: Equality

OPTIEM – Oulun Tuotantotaloustekkarit ry is a guild that promotes equality. Equality means that all people are of equal value regardless of their gender, age, ethnic or national origin, nationality, language, religion, and beliefs, opinions, disabilities, health status, sexual orientation, year of enrollment, or any other quality of the individual.

Section 2: Rules of Conduct

A member of OPTIEM – Oulun Tuotantotaloustekkarit ry:

1. Does not speak ill of others.
2. Listens to others’ opinions and understands different perspectives.
3. Does not pressure others to use intoxicants and is aware of their own limits.
4. Behaves appropriately and has good manners.
5. Does not discriminate, takes everyone into account, and is friendly to all.
6. Apologizes when necessary.
7. Maintains a healthy Teekkari spirit.
8. Supports fellow guild members and classmates.
9. Does not harass others, intervenes in cases of harassment, and reports harassment, for example to the guild’s or OYY’s harassment liaison.
10. Enjoys their time as a student on their own terms and in accordance with the aforementioned rules and Finnish laws.

Procedures in disciplinary matters

Section 3: Disciplinary action

Pursuant to Section 8 of the guild's rules:

As a disciplinary measure, the board may restrict a guild member's right to participate in guild events for a period of up to one year at a time. The board meeting may, by a three-quarters majority vote, temporarily suspend a full member's eligibility to hold office. Disciplinary measures may be imposed on a person who does not enjoy the confidence of the board or the board meeting and who, through their conduct within or outside the guild, has caused harm to the guild.

According to Section 9 of the guild's rules:

A board meeting may, by a three-quarters majority, expel for a fixed period or permanently a member who, through their conduct within or outside the guild, has significantly harmed the guild.

Section 4 Decision-making in disciplinary matters

1. Disciplinary measures are decided by the competent body as follows:
 - The board decides on reprimands, written warnings, and restrictions on the right to participate in the guild's events.
 - A board meeting decides on restricting a full member's eligibility to stand for election and on the expulsion of a member.
2. A person suspected of a violation must be given the opportunity to be heard.
3. Measures are primarily reviewed step by step. The measures are listed in these bylaws.
4. The board may bypass the lower levels of disciplinary measures if the perpetrator's conduct is deemed extremely harmful, repetitive, or if the perpetrator is unwilling to cooperate.
5. The board must inform the perpetrator of the grounds for the disciplinary measures.
6. No sensitive information or details regarding the case under consideration is to be included in the minutes. If necessary, a confidential attachment describing the case in greater detail may be appended to the minutes. Only the parties concerned, the board, the minutes inspectors selected from among the board members, and auditors shall have access to this confidential attachment.
7. A person suspected of a violation has the right to appeal. Anyone dissatisfied with the board's decision may file a written appeal addressed to the board

within 30 days of the decision being made public. Appeals will be addressed at the next board meeting.

Section 5: Disciplinary Measures

Pursuant to Section 8 of the Guild's Rules, as a disciplinary measure, the Board may restrict a member's right to participate in Guild events for a maximum period of one year at a time, and pursuant to Section 8 of the Guild's Rules, a board meeting may restrict a member's eligibility to hold office for a fixed period, or, pursuant to Section 9 of the Guild's Rules, expel a member from the Guild for a fixed period or permanently.

The measures are:

1. Reprimand
2. Written warning
3. Removal from guild duties
4. Prohibition from participating in guild activities
5. Restriction of eligibility
6. Expulsion from the guild

Section 6: Reprimand

A reprimand is the mildest disciplinary measure. The Board may issue a reprimand regarding the member's conduct either verbally or in writing.

Section 7: Written Warning

The Board may issue a written warning to a person suspected of a violation if they have repeatedly or seriously violated the guild's rules or these bylaws. This warning is stored in a separate guild archive to which only the Board has access. The warning states in writing that information regarding the warning will be shared, if necessary, with the parties responsible for organizing events in connection with the event. The warning is issued for a fixed period, but for no longer than one year. The warning is destroyed upon its expiration.

Section 8: Removal from guild duties

The board may submit a proposal to the board meeting to remove a suspect from their duties within the guild if they are currently serving on the guild's board. A person

suspected of a violation may be removed from other duties by a decision of the board. The person removed from their duties will also be given a written warning in accordance with Section 6 of these bylaws.

Section 9: Prohibition on participating in guild activities

In accordance with Section 8 of the guild's bylaws, the board may, as a disciplinary measure, restrict a guild member's right to participate in guild events for a maximum period of one year at a time. However, this prohibition does not apply to board meetings. If the guild's activities are carried out in cooperation with another entity, that entity must be notified that the person subject to this penalty is not permitted to participate in the activities. The person subject to the participation ban will also be given a written warning in accordance with Section 6 of these bylaws.

Section 10: Restriction of eligibility for election

The board meeting may restrict the eligibility of a full member for election for a fixed period in accordance with Section 8 of the guild's rules.

Section 11: Expulsion from the guild

Expulsion from the guild takes place in accordance with Section 9 of the guild's rules. Expulsion from the guild is a measure to be taken only on the most serious grounds, and the board decides whether to propose it to the board meeting based on the guild's rules and the Associations Act.